



# City of Tempe

## SENIOR MANAGEMENT ASSISTANT TO THE CITY MANAGER'S OFFICE

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	569	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$74,188
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$100,154
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Management Assistant II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

The Senior Management Assistant to the City Manager's Office is distinguished from the Executive Assistant and Management Assistant classifications by the greater complexity, depth, and scope of professional-level assignments while assisting the City Manager in working with departments to achieve citywide objectives. The Senior Management Assistant to the City Manager's Office exercises considerable initiative and independent judgement and is characterized by a full range of duties as assigned including reviewing materials; research and analysis; and transmitting management decisions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the City Manager's Office.

### REPORTING RELATIONSHIPS

Directly supervised by the City Manager and receives general direction from the Deputy City Managers.

Directly supervise Executive Assistants to the City Manager's Office and other assigned Executive Assistant staff and/or provide functional and technical direction over assigned administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of executive-level administrative experience and/or program management experience, preferably in a public agency.
<i>Education:</i>	Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of responsible, confidential, and complex professional level staff assistance for the City Manager and Deputy City Managers: involved in the study, planning, development and implementation of administrative systems, programs, policies, procedures and practices of the City as assigned; to supervise designated professional and support staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Manager and the Deputy City Managers; conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports.
- Supervise designated professional and support staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Provide pro-active performance planning with staff.
- Works with the City Manager, the Deputy City Managers, and department heads in planning, organizing, coordinating, and implementing programs and initiatives.
- Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations. Prepare quarterly and annual reports.
- Recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; implement policies, procedures, programs, methods and systems as appropriate.
- Write a wide variety of complex correspondence and documents for internal and external use; write articles to be placed in City bulletins, newsletters, fliers and other publications.
- Research and respond to City Council/City Manager inquiries and concerns; staff committees for various internal and citizen projects and programs; facilitate discussion of problems and possible solutions.
- Serve as liaison between citizens and City departments or divisions; assist with responses to press inquiries.
- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers.
- Participate in office administration work; maintain calendars of office activities, meetings and

various events; plan, schedule and coordinate special events among several City departments or external organizations; schedule meetings and public appearances for the City Manager and the Deputy City Managers; prepare minutes of meetings and transcribe as necessary; make travel arrangements.

- Prepare graphic presentations as required; may edit, format, design and maintain Webpages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.
- Perform related duties as required.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective August 2018*